

ACTION CODE & Description	REASON CODE & Description	Use When	Fields to Change	A&I HRD Paperwork required
Change Civil Service Status				
CGCV5    CHANGE CIVIL SERVICE STATUS	55        CIVIL SERVICE STATUS CHANGE	Change to civil service status (temp to probationary, etc.)	All Appropriate Fields	Pay Approval Form
	08        CORRECTION	Correction to civil service status	Civil Service Status	None
	PCL       PAY CLASS CHANGE ONLY	Only changing pay class (HRLY, SLRY, 8DAY)	Pay Class; Payroll Number	None
Change Date				
CGDAT    CHANGE DATE	08        CORRECTION	Correct typographical and misc. errors	Effective date; Personnel Action/Reason; Applicable date field(s); Pay parameter effective date(s)	Email or Agency specific form
	BRG       CHG DATE FOR BRIDGE SERVICE	Employee bridges service after two years		
	NSC       NO SERVICE CREDITS	Adjustment to progression dates due to LWOP		
	PRV       CHG DATE FOR PREVIOUS SERVICE	Adjustment to longevity or progression dates due to prior service		
	PRB       CHANGE DATE FOR PROBATION ADJ	Adjustment to probationary end date due to LWOP while probationary		
Change Leave Status				
CGLEV    CHANGE LEAVE STATUS	LV        STATUS CHANGE- LEAVE TYPES	Changing employee status	Effective date; Personnel Action/Reason; Employee Status (M = Military Leave; L = leave w/o pay; K = Workers Comp w/out pay; O = On Prtd Unpaid FMLA; S = suspension w/o pay; U = Educational Leave); Pay parameter effective date(s)	None unless suspension, then notification through A&I HRD Administrator is required
	47        DISCIPLINARY SUSPENSION W/OUT PAY	Placing an employee on Adm. Suspension without Pay		
Change Legislative Adjustment				
CGLEG    CHANGE LEGISLATIVE ADJUSTMENT	ECA       EXTERNAL COST ADJUSTMENT	Legislative authorized percentage increase	Effective date; Personnel Action/Reason; Pay parameter effective date(s); Base Pay Amount	Individual Pay Approval Form or spreadsheet on a mass change.

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<b>Change Market Adjustment</b>				
CGLMA    LEGISLATIVE MARKET ADJUSTMENT	LMA    LEGISLATIVE MARKET ADJUSTMENT	Legislative authorized market increase	Effective date; Personnel Action/Reason; Pay parameter effective date(s); Base Pay Amount	Individual Pay Approval Form or spreadsheet on a mass change
<b>Change Pay</b>				
CGPAY    CHANGE PAY	08    CORRECTION  12    SALRY ADJUSTMENT PER GOVERNOR DIRECTIVE  17    TEMPORARY ASSIGNMENT ADJUST  18    END TEMP ASSIGNMENT ADJUST  26    COMPENSATION ADJ  27    RETENTION  28    PAY REDUCTION - REMOVE ADD ON  29    ADD-ON - INITIATE ADD ON PAY	Correct typographical and misc. errors  Salary change initiated directly by the Governor  Moving an employee into an Interim Assignment  Removing an employee from an Interim Assignment  Miscellaneous salary change including TP01 and AVEC  Matching a verified offer from another agency  Removing a Non-Base Pay Adjustment (NBPA)  Beginning a Non-Base Pay Adjustment (NBPA)	Effective date; Personnel Action/Reason; Pay parameter effective date(s); Applicable Pay Amount	Pay Approval Form
<b>Change Policy</b>				
CGPOL    CHANGE POLICY	08    CORRECTION  ORG    ORGANIZATIONAL CHANGE	Correct leave, pay and/or benefits policy code  FLSA status determination	Effective date; Personnel Action/Reason; Leave, Pay and/or Benefit Policy; Pay parameter effective date(s)	None Required

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Change Position- within agency				
CGPOS CHANGE POSITION INFO	35 LATERAL TRANSFER	No change in title or pay	All Appropriate Fields	None required unless there is a pay change (Pay Approval Form)
	37 VOLUNTARY REAPPOINTMENT	Same or lower classification - recruitment done		
	38 INVOLUNTARY REAPPOINTMENT	Same or lower classification - no recruitment done		
	ORG ORGANIZATIONAL CHANGE	Renumbering position numbers, adding a PORG		
Change Status				
CGSTA CHANGE EMPLOYMENT STATUS	HS CHANGE FROM SALARIED TO HRLYS	Use only when terminating a SLRY, SLR50 OR SLR75 employee	Effective date; Personnel Action/Reason; Pay Class; Pay parameter effective date(s)	None Required
Change Union Location				
CGULC CHANGE UNION LOCATION	08 CORRECTION	Correct typographical and misc. errors	Effective date; Personnel Action/Reason; Union Affiliation; Pay parameter effective date(s)	None Required
	ORG ORGANIZATIONAL CHANGE	Agency initiated relocation		
Death				
DECSD DECEASED	61 DECEASED	Terminating a deceased employee	Effective Date (date of death); Personnel Action/Reason; Employee Status (D=Deceased); Position (delete); Pay parameter effective date(s)	None Required
New Hire				
HIRE HIRE	NEW NEW HIRE	New Hire - no NEMP used	All Appropriate Fields	Pay Approval Form
HIREN HIRE - NEMP USED	NEW NEW HIRE	New Hire - NEMP used		

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<b>New Hire - Patient/Inmate</b>				
ENTEN    ENTER NEW PATIENT/INMATE NEMP	NEW    NEW HIRE	New Hire - PT/Inmate - NEMP used - DOC/WDH/DFS USE ONLY	All Appropriate Fields	None Required
ENTER    ENTER NEW PATIENT/INMATE	NEW    NEW HIRE	New Hire - PT/Inmate - no NEMP used - DOC/WDH/DFS USE ONLY		
<b>Permanent Appointment</b>				
CGCV4    CHANGE PERM APPOINTMENT ONLY	40    PERMANENT APPOINTMENT	Change Civil Service Status from probationary to permanent	Effective date; Personnel Action/Reason; Civil Service Status, Pay parameter effective date(s)	None Required
<b>Promotion - within agency</b>				
CGPRM    CHANGE PROMOTION	23    PROMOTION	Promoted through competitive recruitment	Effective date; Personnel Action/Reason; Position #; Title; Pay parameter effective date(s); Base pay amount	Pay Approval Form
<b>Reclassification</b>				
CGRCL    RECLASSIFICATIONS	30    RECLASS	Reclassification of an incumbent - same position number	Effective date; Personnel Action/Reason; Title, Pay parameter effective date(s); Base pay amount if applicable	Pay Approval Form if there is a pay change, email if not
<b>Rehire</b>				
REHRE    REHIRE	REH    REHIRE	Rehire - not in system - no NEMP used	All Appropriate Fields	Pay Approval Form; Pay Progression Calculator and prior service documentation
REHRN    REHIRE - USED NEMP SCREEN	REH    REHIRE	Rehire - not in system - NEMP used		
REHRI    REHIRE IN SYSTEM	REH    REHIRE 50    REINSTATE REDUCTION IN FORCE	Rehire - already in system - no NEMP used Rehire - already in system - reinstate reduction in force		
<b>Rehire - Patient/Inmate</b>				
RENTI    RE-ENTER PATIENT/ INMATE IN SYSTEM	REH    REHIRE	Rehire patient/inmate in system- WDH/DOC/DFS Use only	All Appropriate Fields	None Required
RENTN    RE-NETER PATIENT/INMATE	REH    REHIRE	Rehire patient/inmate not in system - WDH/DOC/DFS Use only		

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Terminations - Voluntary						
TERM	TERMINATION	01	OTHER EMPLOYMENT - NOT WY STATE GOVT		Effective Date (date after last date worked); Personnel Action/Reason; Employment Status; Position (delete); Pay parameter effective date(s); Expire Longevity line (two days after last date worked)	None Required
		02	DISSATISFIED - WORK ENVIRONMENT			
		03	DISSATISFIED - TYPE OF JOB			
		04	DISSATISFIED - PAY/BENEFITS			
		05	DISSATISFIED - GEOGRAPHICAL AREA			
		06	DISSATISFIED - SUPERVISOR/MGMT			
		09	OTHER PERSONAL REASONS			
Terminations - Voluntary (cont'd)						
TERM	TERMINATION	11	NO CALL/NO SHOW	Applicant put in system but did not report to work		
		13	CAREER ADVANCEMENT	Employee indicates they are retiring		
		14	MOVED OUT OF STATE OF WYOMING			
		19	PURSUING HIGHER EDUCATION			
		21	RETIRED			
		22	LACK OF TRAINING/CURRENT EQUIPMENT	TP01 appointment ended		
		39	TEMP APPT/SEASONAL EMP ENDED			
		59	MEDICAL DISABILITY			
		60	MEDICAL DISABILITY - ELIGIBLE FOR RETIRE	End of term - Board or Commission Member		
		BD	BD/COMM - END OF TERM			
CED	AWEC - CONTRACT ENDED	AWEC contract ended/expired				

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Terminations - Involuntary						
TERM	TERMINATION	31	UNSATISFACTORY WORK PERFORMANCE		Effective Date (date after last date worked); Personnel Action/Reason; Employment Status; Position (delete); Pay parameter effective date(s); Expire Longevity line (two days after last date worked)	None Required
		32	INSUBORDINATE			
		33	MISCONDUCT			
		34	DISMISSAL OTHER REASONS			
		41	REDUCTION IN FORCE			
		48	NOT BEING RETAINED - AT WILL	At-Will status employees only (not AWEC)		
		49	W/O CAUSE-DURING PROB. PERIOD	Probationary employee dismissal		
		51	FAIL TO PASS/RETAIN TEST/CERT/LIC			
Transfer between agencies						
TRNFR	TRANSFER BETWEEN AGENCIES	23	PROMOTION	Employee is transferring from another agency promotion	All Appropriate Fields	Pay Approval Form if there is a pay change, email if not
		35	LATERAL TRANSFER	Employee is transferring from another agency lateral transfer		
		37	VOLUNTARY REAPPOINTMENT	Employee is transferring from another agency voluntary reappointment		
		38	INVOLUNTARY REAPPOINTMENT	Employee is transferring from another agency involuntary reappointment		
		OUT	TRANSFER OUT	Employee is transferring to another agency	"From" date only	None Required